



## CALVERT COUNTY EMERGENCY SERVICES GUIDELINE/POLICY/PROCEDURE

<b>TITLE:</b>	<b>2.5-Equipment Transfer Policy</b>		
<b>ISSUED BY:</b>	Department of Public Safety, Career EMS Division		
<b>RESPONSIBLE STAFF:</b>	Kenneth N. Miller II, Division Chief		
<b>ISSUE DATE:</b>	01/01/2023	<b>REVISION DATE:</b>	
<b>PURPOSE:</b>	To track accountability of all equipment assigned to specific units staffed and operated by Career EMS.		
<b>APPLICABLE TO:</b>	All Career EMS Personnel (Merit and Temp)		
<b>ATTACHMENTS:</b>			

<input type="checkbox"/> <b>GUIDELINE</b>	<input checked="" type="checkbox"/> <b>POLICY</b>	<input type="checkbox"/> <b>PROCEDURE</b>
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### This document needs to be reviewed/updated:

<input type="checkbox"/> <b>Annually</b>	<input type="checkbox"/> <b>Other Interval:</b>		
<input type="checkbox"/> <b>(Fiscal Year)</b>	<input checked="" type="checkbox"/> <b>As needed</b>	<b>Flag for review on:</b>	
<input type="checkbox"/> <b>(Calendar Year)</b>			

#### **I. Purpose**

The purpose of this policy is to ensure all units have assigned equipment at all times which is provided by Calvert County Department of Public Safety, Division of Career EMS.

#### **II. Policy**

All equipment that is assigned to a specific county operated unit shall ensure that the said equipment remains with crew and assigned unit at all times. In the event that a crew must change out units for any reason, the assigned on duty personnel shall ensure all of the following equipment moves to the new assigned unit. Respectfully when a crew returns to the normal assigned unit, personnel shall ensure all equipment is returned back to the original unit. Identified Equipment shall include the following: LifePak Cardiac Monitor with all attachments, LifePak batteries and charger (if stored on unit), ALS Medical Bag (drug bag), Pediatric Bag (purple bag), O2 Sleeve, Lucas (if new unit not equipped), and Blue CPAP/Xtra Supply Bin.

#### **III. Definitions**

**Calvert County Department of Public Safety:** A department of Calvert County Government which oversees several Divisions to include, Fire/Rescue/EMS, Emergency Management, Emergency Communications, Career EMS, Animal Control, and Animal Shelter. Currently overseen by a Director and Deputy Director.

**Career EMS Division:** Division of Public Safety, responsible for all hazards response to emergency and non-emergency calls for service. Currently overseen by a Division Chief who reports to the Deputy Director and Director of Public Safety.

#### **IV. Procedure**

- When personnel assigned to a specific unit are required to change out to another unit the following will occur.
- The personnel will immediately make notification to the on duty supervisor for situational awareness.
  - On Duty Supervisor will ensure adequate notification to affected volunteer leadership.
  - Once unit is identified to change into, on duty personnel will notify emergency communications as to the situation and change over. Emergency communications will then place the affected unit Out of Service.
  - Assigned personnel will then ensure the following equipment is transferred to newly assigned unit. Equipment will include: LifePak cardiac monitor, LifePak battery charger and spare batteries, ALS med bag (red/grey), Peds. Bag (purple), Portable O2 Sleeve (green), Lucas and charger (if new unit not equipped), CPAP bag (blue)/extra bin.
  - The unit will return to service once all required equipment has been transferred and emergency communications has been made notified by personnel of unit ready for service status.
  - Upon the original assigned unit being identified to change back as primary unit, on duty personnel shall ensure the same procedure occurs in reverse order and all equipment is returned and confirmed/accounted for.
  - All employees of Calvert County Public Safety, Career EMS Division will ensure that original units assigned equipment remains on career staffed unit at all times. No equipment identified in the policy will be utilized from any other unit with the exception of the Lucas device. Any equipment not transferred with personnel will be advised to on duty supervisor. On duty supervisor will ensure this information is shared in daily shift report.